



## Digital Applications and Responsibility

### Course Description

Digital Applications and Responsibility introduces students to the physical components and operation of computers. Technology is used to build students decision-making and problem-solving skills. Students should be given the opportunity to seek an industry-recognized digital literacy certification.

### Prerequisites

None

### Course Materials

#### *Required*

- Microsoft Office 2016 (See the Minimum Technical Skills and Special Technology Utilized by Students) [Directions to Obtain Your Free Download provided by Indiana Online](#).
- Reliable Internet Access
- Laptop or Desktop (Tablets need Puffin app for internet browsing)
- Adobe Acrobat Reader

#### *Recommended*

None

### Course Goals

Upon completion of the course, students will...

- integrate technology to arrange materials and solve problems efficiently
- design documents by using complex features of software to develop advanced documents that are user-friendly.
- apply concepts of spreadsheet software to organize and manipulate data.
- create a variety of multi-media presentations using appropriate design principles to communicate in a professional manner.
- synthesize database management concepts to manage, evaluate, and organize information in an effective manner.
- establish communication and collaboration skills using the internet and social media to increase global awareness
- apply technology concepts to take industry standard certifications.
- connect functions of technology with computer hardware and software so they make decisions about computer technology.

### Units of Instruction

- Unit 1: Introduction to Computers



- Unit 2: Microsoft PowerPoint
- Unit 3: Microsoft Word
- Unit 4: Microsoft Excel

## Assignments

The course includes the following assignments:

1. 1 Discussions
2. 22 Dropboxes
3. 24 Quizzes (Includes Unit Test and Final Exam)

## Grading / Evaluation

### Grading Scheme

Course grades will be determined as follows:

97% or better	A+	77% to 79%	C+
93% to 96%	A	73% to 76%	C
90% to 92%	A -	70% to 72%	C -
87% to 89%	B +	67% to 69%	D+
83% to 86%	B	63% to 66%	D
80% to 82%	B -	60% to 62%	D-
		59% or less	F

## Assignment Descriptions and Weightings

The assignments for this course are weighted as follows:

Assignments	Percentage of Final Grade
Course Work (Discussions, Dropboxes and Quizzes)	70%
Final Exam	30%
<b>Total</b>	<b>100%</b>



## Instructor Contact Response Time

Contact information for the Indiana Online Instructor can be found by clicking on the Course Home link in the navigation menu.

The instructor will respond to student inquiries (email, text, call) **within 24 hours**. Assignments will be graded within 24 hours and grades will be posted.

## Information about Final Exam

The Final Exam must be proctored. Final Exams count for 30% of the total grade.

## Expectations for Academic Conduct

### Student Handbook

It is your responsibility to read the [student handbook](#) and contact your instructor if you have any questions.

### Acceptable User & Netiquette Policy

The [Acceptable Use Policy](#) outlines the guidelines and behaviors that all users (administrators, teachers, students and parents) are expected to follow when participating in the Indiana Online program.

### Academic Integrity

Honesty is the [Indiana Online policy](#)!

### CIPA

The [Children's Internet Protection Act](#) (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers.

## Assistance for Students with Disabilities

Indiana Online supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged.

Learn more about the [accessibility features](#) in Indiana Online's Learning Management System (LMS), Desire2Learn.

## Suggested Assistive Technologies

- Screen Readers: [VoiceOver](#) and [NVDA](#)
- Chrome Extensions: [ChromeVox](#) and [Speakit!](#)



### **Minimum Technical Skills and Special Technology Utilized by Students**

This course is totally online. All instructional content and interaction takes place over the internet. In addition to baseline word processing skills and sending/receiving email with attachments, students will be expected to search the internet and upload / download files. In addition, students may need one or more of these [technology plug-ins](#) to access course materials and content.

*Students should have access to Microsoft Office or have an established Google account to work on course documents.*

Technical Questions? Please contact the [Indiana Online Helpdesk](#).